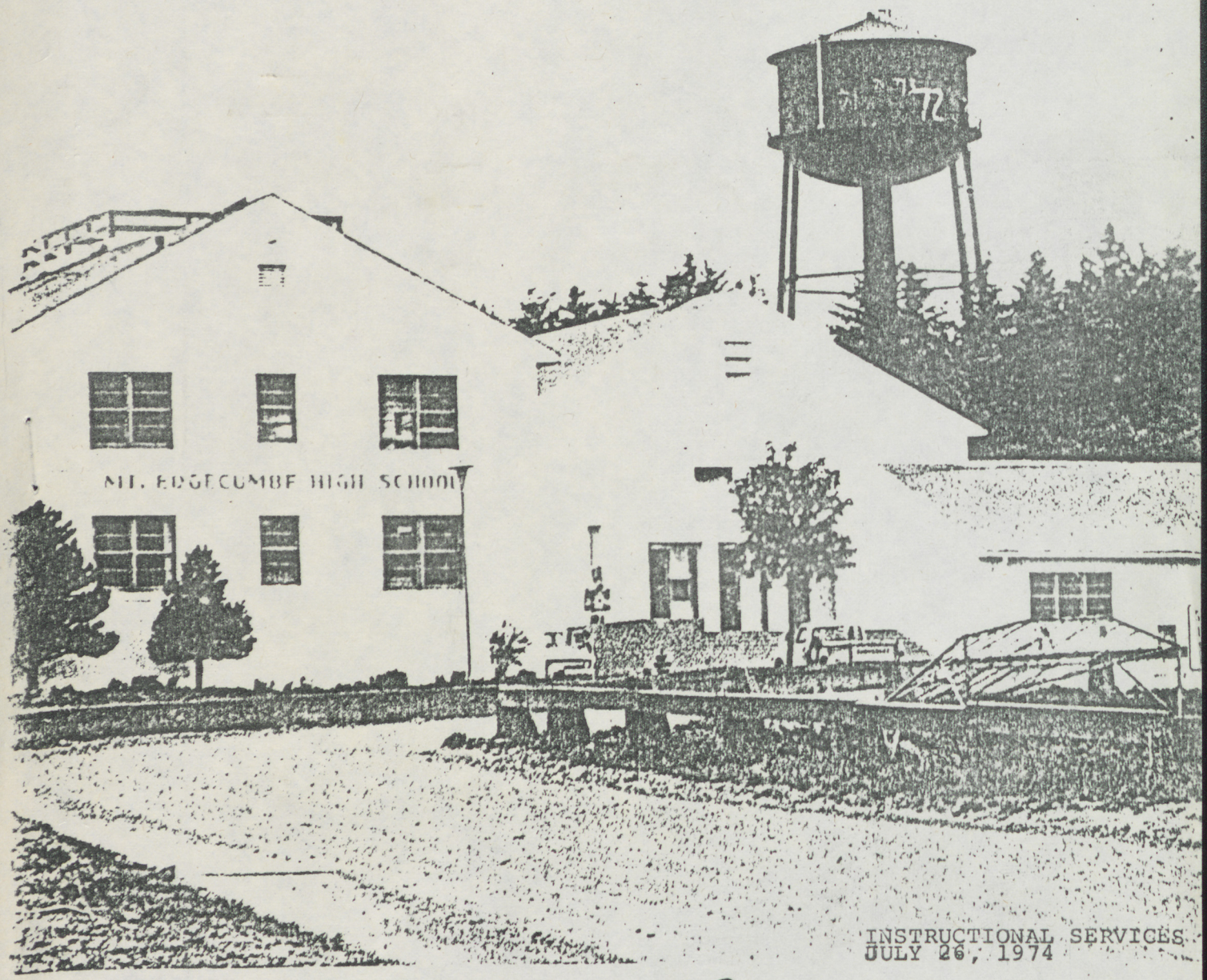

INSTRUCTIONAL SERVICES
JULY 26, 1974

TEACHER HANDBOOK 1974-75

MT. EDGECUMBE HIGH SCHOOL CALENDAR
School Year 74-75

August 15, 1974	Student Movement Begins (school)
August 18	Teacher Return Date
August 19	Teacher Orientation
August 22	FIRST DAY OF SCHOOL
October 15-18	Test Week
October 18	First Quarter Ends
October 25	Report Card Day
December 16-17	Test Week
December 20	First Semester Ends/Report Card Day
February 22	Founder's Day
February 24-28	Test Week
February 28	Third Quarter Ends
March 7	Report Card Day
May 11	Baccalaureate Services
May 12-13	Final Test Days
May 12	Senior Grades Due
May 15	Report Card Day
May 16	Second Semester Ends
May 16, 1975	Graduation Day
May 16	Student Movement Begins (Home)

LEGAL HOLIDAYS for SCHOOL YEAR 1974-75

September 2	Labor Day
October 14	Columbus Day
October 28	Veteran's Day
November 28	Thanksgiving Day
December 25	Christmas Day
January 1, 1975	New Year's Day
February 17	Washington's Birthday
May 29	Memorial Day

ALASKA DAY, October 18, 1975 is NOT a National Holiday.

CHRISTMAS VACATION: December 22-29

NEW YEAR'S VACATION: January 1, 1975

BASKETBALL SCHEDULE SCHOOL YEAR 1974-75

November 15, 16	
22, 23	Kake at Edgecumbe
29, 30	Petersburg at Petersburg
December 6, 7	Juneau at Juneau
13, 14	Wrangell at Wrangell
20, 21	Sitka at Edgecumbe
27, 28	Lions Tourney at Mt. Edgecumbe
January 2, 4	Wrangell at Edgecumbe
10, 13	Juneau at Edgecumbe
17, 18	Hoonah at Edgecumbe (tentative)
23. 25	Ketchikan at Edgecumbe
February 31, 1	Sitka at Sitka
7, 8	Ketchikan at Ketchikan
14. 17	Petersburg at Edgecumbe
21, 22	
March 27, 28, 1	Southeast Tourney at Juneau

Please note the Wrestling Schedule will be passed out as soon as it is completed.

DAILY BULLETIN Information Sheet

Notices for the Daily Bulletin are to be submitted to the Principal's office in the High School Building, Room 106 on the day before they are to be put in the Daily Bulletin. In the event that an emergency does arise, it is necessary for an item to be approved by the Principal and either added to the Bulletin or a specil bulletin will be put out.

NO TELEPHONE CALLS WILL BE ACCEPTED FOR ITEMS TO BE PUT IN THE DAILY BULLETIN. NO ITEMS WILL BE ACCEPTED AFTER 4:30 PM the night before.

By conforming to this request, the Daily Bulletin should be distributed to the First Period class each morning.

All teachers are to read the Daily Bulletin to students so they will know of all events planned for the day.

Daily Bulletin Announcement forms will be passed out to all departments and may also be picked up in the Principal's office. This form is to be used for any notices to be put in the bulletin. PLEASE make all notices legible. No notice will run more than three days, if you want an announcement in the bulletin for more than three days please have it approved by the Principal.

REMEMBER THAT 4:30 P.M. IS THE DEADLINE!

REGISTRAR'S OFFICE: Bldg 297, RM #105, Telephone: 966-2215

The individual student files for both past and current students are kept in this office. In addition to these files, there is a class schedule file of each student for the current school year, a teacher schedule file of each teacher for the current school year. The Registrar prepares and distributes the Student Roster, the quarterly and semester Honor Roll lists, the Senior Class standing list (for the seventh and eighth semesters only). These files and records are all available for your use.

At designated times during the school year, the Registrar will ask for certain information which you will provide on the Course Grade Sheet, form ME-15. In addition, the Registrar provides a supply of these forms and of the Student Pass, form ME-21, the Report Card, form ME-008, the Course Add & Drop Slip, and Leave Slips.

The following machines are located in this office: collator, IBM copier, adding machine.

STUDENT PASS

Each student reporting to his scheduled class late or leaving his scheduled class early must have a Student Pass (use pass form, not a piece of paper) on his person explaining his absence from his scheduled class. The form is to be issued by the authority delaying him or the teacher releasing him early.

REPORT CARD

Report Card forms will be processed for each student each quarter. The procedures for the report cards will be posted in the daily bulletin prior to Report Card Day.

CHECK OUT SLIPS

Each student withdrawing from school prior to May 16, 1975 is to process a Check Out Slip. This form is originated in the Student Personnel Services department (966-2204) and clears the student through each of his teachers and through the entire school system. Each teacher is to record the grade that the student had earned at the time of his withdrawal on that form.

COURSE GRADE SHEET

Each teacher is to submit a completed Course Grade Sheet form at the end of the school year. This form is to contain the complete information on each student ever enrolled in each of that teachers' classes throughout the school year.

COURSE ADD & DROP SLIP

A student cannot change courses at any time after his registration without first clearing the change through the teacher he is dropping, the teacher he is adding and through their advisor. This information is recorded by use of the Course Add & Drop Slip.

LEAVE SLIPS

Each student who leaves the school while it is in session to attend activities at other schools or leave to home will need to fill out a Leave Slip before leaving for that activity. This form should have all teachers signatures, school kitchen and Principal's approval.

HOSPITAL STUDENTS

Procedures for getting homework to students that are in the hospital. I. Ways of finding out if any students are in the hospital: check in the daily log notes, call the school clinic-find out how long the student has been in, how long they expect them to be there, and what floor he is on, call the dormitories and inform them. II. Call the floor that the student is on and ask if they can have homework. III. Call and inform the Principal's Office. IV When the homework comes in to the Student Personnel Services Office we will take it up to the front office and put it in the School Clinic mail box. $*This procedure is done by the Student Personnel department. Please Note: All teachers who have homework for students in the hospital should inform the Student Personnel office 6-2204.

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Plan of Operation form is to be completed by any organization who wish to operate and that handle money must complete and submit a Plan of Operation. This form may be picked up in the Principal's office and returned to the Principal's office upon completion.

LITTLE DINING ROOM schedule may be found in the Principal's office. Anyone wishing to schedule the Little Dining Room may do so. It will be on a first-come, first-serve basis.

AUDITORIUM may be requested for use through the Principal's office and may be used for purposes such as meetings, assemblies, etc. during the school hours.

TRANSPORTATION a schedule of the use of the Big Gray Bus and the Mini Bus is kept in the Principal's office and those which are eligible and wish to schedule the bus may call the Principal's office prior to the time of departure. Principal's Office telephone 6-2203.

Boat "Diane" is used primarly by the science department but may be used by other organizations.

TEACHER CERTIFICATES forms may be picked up in the Principal's office. It is important that each teacher has an up-to-date certificate for the school year. Memorandums will be passed out on those teachers needing renewals.

WORKSHOPS-SEMINARS - According to Management meeting of August 2, anyone attending workshops/seminars, etc. is to make a written report to the Superintendent with copies to immediate supervisor and Principal.

TRAVEL vochers and authorizations forms may be picked up in the Administration office.

UNEXCUSED ABSENCES & CONDUCT REPORTS

Conduct report forms may be obtained from the Student Personnel Office in the Administration Building Room #109.

Student absences fall under the AWOL infraction and will be reported in this way. The staff member submitting the Conduct Report form should see that the form is complete through the Student's signature section. The completed form should be turned into the Principal's office.

The Instructional Service Office (Principal) will then follow through with referrals and recommendations.

The Principal's Office will notify the Student Personnel Office on any unusual absences or conduct, and the appropriate action will be taken. If any student has missed three consecutive days without an excused pass, this should also be reported so that a follow-up action can be made on the student.

An unexcused absence must be turned in and a conduct report filled out as soon as possible.

COMMENDATION

Please note the Commendation section on the Conduct Report form... this form is also used for noting students who you feel deserve recognition for any worthy accomplishments.

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With your cooperation, we hope to work with our students and staff in an effort to help the students complete a successful school year. Please call the Student Personnel Office (6-2204) or the Principal's office (6-2203) if you have any questions.

REQUISITIONS

The cost code for the Instructional Services department is as follows: E05-01/5/3100.1161

[As per memorandum from Administrative Officer, dated May 6, 1971: Effective immediately, please do not include capital equipment on same requisition as supplies and materials. This will enable us to get your orders out much quicker. Also, include page number of source, justification and zip codes on all requisitions. Check to see if item is on Contract before ordering from a different source. If item is on contract, put FSS Group, period and Contract Number along with Vendor's name and address. If NOT on Contract, the item must have (3) supply sources and this should include total price comparison.]

Please Note: YOU MUST HAVE JUSTIFICATION ON ALL REQUISITIONS, SUPERVISORS APPROVAL, AND ADMINISTRATIVE OFFICER'S APPROVAL FOR BUDGETARY PURPOSES.

WAREHOUSE SUPPLIES

All items being ordered from the warehouse should be turned in by 5 o'clock Wednesday night and the deliveries will be made the following Thursday.

A list of items available in the Warehouse will be distributed to all departments. Each department supervisor should have this list posted in their offices.